

AIR FACILITY SYSTEM (AFS) REGISTRATION AND USER PROFILE FORM

GENERAL USER INFORMATION¹

TODAY'S DATE: _____ ADD ☐ CHANGE⁶ ☐ DELETE⁶ ☐

NAME _____ NCC USER ID¹: _____

ORGANIZATION NAME _____

OFFICE/DIVISION/BRANCH _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

EMAIL _____

WORK PHONE _____ SPECIAL PROFILE FUNCTIONS⁷

READ ACCESS³ ☐ 0 ☐ 1 UPDATE ACCESS⁴ ☐ 0 ☐ 1 ☐ 2

NCC BIN¹: _____ REMOTE PRINTER¹: _____ NCC ACCOUNT¹: _____

USER CATEGORY INFORMATION²

☐ EPA REGION _____ ☐ STATE _____ ☐ NATL EPA ☐ GENERAL PUBLIC

☐ COUNTIES _____

<i>MDR/ FUNCTION</i>	<i>BATCH FILE</i>	<i>ONLINE DATA ENTRY</i>	<i>3rd PARTY INPUT</i>
Compliance Monitoring Activities: FCEs, PCEs, Stack Tests, TV Annual Certification Review, Investigations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Informal Enforcement Actions: Notices of Violation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Formal Enforcement Actions: Administrative Orders, Consent Decrees, Referrals, Civil Actions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HPV Day Zero and Linkage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Permit Program Data Elements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SIGNATURES REQUIRED⁵

PLEASE NOTE THAT BY SIGNING BELOW THE USER AGREES TO THE FOLLOWING :

Application Guidelines

- ❖ Guard your user ID and password, do not loan out to others. In addition, do not use your system privileges to obtain data/files or run applications for any unauthorized individual. Neither should you attempt to view, change, or alter data you are not authorized to.
- ❖ Be familiar with security policies and practices to maintain proper security for the application. Also be alert to potential threats to corrupt or destroy the AFS application or data.

Handling Enforcement Sensitive Data

- ❖ Be sure that sensitive data is viewed only by those authorized. Use appropriate precautions with physical location of data and personnel limits.
- ❖ Accurately label sensitive documents as "Enforcement Sensitive". Don't store sensitive material on a hard drive. When sensitive material is not in use lock it away or shred it when it is no longer needed.

Protecting Your Password

- ❖ Passwords should not be written down but memorized! Passwords should be changed often – preferably every 90 days; Mix letters and numbers in password; log off PC when not in use.

<i>TITLE</i>	<i>NAME (PRINTED)</i>	<i>SIGNATURE</i>	<i>DATE</i>
USER			
USER's SUPERVISOR			
REGIONAL AFS MGR			
REGIONAL RACF ADMIN			
AFS SECURITY			

INSTRUCTIONS FOR COMPLETING THE AFS USER PROFILE FORM

The information on the AFS User Profile form will be used to establish, update, or delete your security profiles. Read **all** the instructions carefully and follow these three steps:

- A. Complete the general registration information on the top half of the form.
- B. Complete the information in the User Category blocks.
- C. Mail or Fax this form to:

US Environmental Protection Agency
ATTN: AFS Security Manager
Office of Enforcement Compliance and Assurance (MD 2222A)
1200 Pennsylvania Avenue, NW
Washington, DC 20003
Office phone: (202) 564-5962 Fax number: (202) 564-0032

An electronic version of this form can be accessed at: <http://www.epa.gov/compliance/data/systems/air/userprofileform.pdf>

¹General User Information

You must complete this form even if you are only requesting retrieval access for non-sensitive data. Before completing this form, you must have two items: An EPA **Mainframe Account** and an EPA National Computer Center (NCC) three-character **User ID**. Your State/Region AFS Coordinator will inform you of your EPA mainframe account, remote printer and bin. The coordinator will also obtain a User ID for you under the appropriate account and send you a notice entitled "Account Authorization Notice" with your account, and initial password. **Note to General Public Users:** General public users, such as private companies, may obtain an account (for which they will be billed) by calling the National Technical Information Service (NTIS) at (800) 553-6847. Once a public user has obtained an authorization notice, the User Profile form can be completed, faxed or mailed for action.

²User Category (check the appropriate box(s)) and enter the additional information as requested:

EPA Region: Also enter the two-Digit Regional Designator
State: Also enter the two-Character standard US Postal State abbreviation, or two-digit FIPS State Code
County: Also enter the applicable three-Character FIPS County Codes in the blocks provided
Nat'l EPA: This grants access to national EPA data
General Public This grants read access to limited sections of the database
MDR/Function Please indicate whether you intend to use the application through batch, online, or third party input.

³Read Access Codes:

0 = Read Access for Non-Sensitive information
1 = Read Access to both Non-Sensitive and Sensitive information within one's user category.

⁴Update Access Codes:

0 = No Update Access
1 = Update Access to only Non-Sensitive information within one's user category.
2 = Update Access to both Non-Sensitive and Sensitive information within one's user category.

⁵Signatures Required:

User, User's Supervisor, EPA Regional AFS Manager, Regional RACF Administrator, and National AFS Security Manager. All AFS users are responsible and accountable for their use of the system and the data resulting from such access. Failure to practice safety procedures while using AFS may result in suspension of access privileges. (See OMB-A130 Circular: Policy for the Management of Federal Information Resources). The users' signature implies that the **following responsibilities are agreed upon and will be upheld upon receipt of AFS access:**

! You may not allow any other individual(s) to use your user ID and password to access the system.
! Your password should consist of letters/characters that are not very easily determined.
! Your password should not be displayed in visible areas. Your AFS user ID and password should be safeguarded against all risk.
! Respect enforcement sensitive data! Reports from AFS will indicate if they are enforcement sensitive. Enforcement sensitive reports should be guarded from inappropriate disclosure.

⁶Changes in User's Status or Authority:

When a user requires different authority than was specified on the original User Profile form submitted to EPA, please complete a new form. Please complete all information, not just the changed information. If your id is no longer required, (e.g. if you have departed from your agency), it is your responsibility to notify the appropriate individual!

⁷Special Profile Functions:

D Ability to use the Transaction Resubmittal Utility
E Notification of the Association/Merge of Two Plants with Different EPA Ids
N Ability to Delete any AFS Plant - Bypass the Edits (AKA Admin Delete)
O Ability to Update just the Staff Code Table
P Ability to Perform Manual Utility Updates
R Ability to Update the EPA ID (AKA Key ID) (**Federal Only**)
S Ability to Update Plant Compliance Monitoring Strategy Information
T Ability to Delete Air Programs